

7 May 1982

Historical Data and Properties

HISTORICAL ACTIVITY REPORT

This regulation sets up the squadron historical reporting program and gives guidance for reporting information needed to produce complete and accurate historical reports for the unit and HQ ESC. It applies to personnel assigned to the 6924ESS.

1. Definition. The unit history [RCS: ESC-HO(SA)6901] is a semiannual published record of activities of the 6924th ESS. The history report covers all unit duties and includes mission and organization, tasking, collecting, processing, reporting, training, projects, additional duties, and other significant activities relating to the unit's mission.

2. Responsibilities:

a. The unit historian enforces the provisions of this regulation.

b. Each office provides information necessary for collecting the unit history by suspense dates set by this regulation.

3. Access to Material. Personnel assigned to the 6924th ESS Unit Historian (HO) duty must have a security clearance at the level of the highest classification of unit mission activities and have access to all information to write a true and complete history. The unit historian has direct contact with all offices and personnel to gather information for the history report.

4. Procedures:

a. The unit historian will:

(1) Manage the unit program.

(2) Perform staff supervision of the program and assist offices in preparing their history inputs.

(3) Ensure that all offices are aware of the suspense date for their history inputs.

(4) Compile and check all history inputs.

Supersedes 6924ESSR 210-1, 10 March 1981. (See signature page for summary of changes)

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(5) Compose those parts of the history which deal with the unit as a whole; for example, mission and organization, etcetera..

(6) Prepare the unit history (RCS: ESC-HO(SA)6901) and send it to HQ ESC/HO and the 3480TCHTG/TTVL.

(7) Ensure that files are kept on all unit histories and supporting or source documents.

(8) Return source material back to the beginning section, as needed.

(9) Schedule and conduct history meetings with appropriate branch and section history monitors, as needed.

b. 6924ESS/DA provides typing, reproduction, hole-punch, and collation support for the unit history.

c. 6924ESS/ACB, CCF/CCQ, DA, LG, and SP will:

(1) Each name at least one history monitor to prepare branch inputs and send them to HO each six months. The history monitor should have been in the branch for the full historical period and have a good overall knowledge of the branch activities for that time. The history monitor will:

(a) Keep a log of all significant items and events in the branch's jurisdiction for the period..

(b) Write the branch input according to paragraph 5.

(c) Send the input to HO as follows:

<u>Period Covered</u>	<u>Date Due</u>
1 January - 30 June	31 July
1 July - 31 December	31 January

d. The 6924ESS/DO will:

(1) Name an operations historian to compile and complete the operations part of the unit history.

(2) Name at least one history monitor each from 6924ESS/DOA, DOF, DOO, DOT, DOU, and DOV. The section history monitor should have been in the section for the full historical period and have a good overall knowledge of the section activities for that time. The section history monitor will:

(a) Keep a log of all significant items and events in the section's jurisdiction for the period.

(b) Write section input according to paragraph 5.

(c) Send the input to the operations historian as follows:

<u>Period Covered</u>	<u>Date Due</u>
1 January - 30 June	31 July
1 July - 31 December	31 January

(3) The operations historian will:

(a) Assist the section history monitors in completion of their history inputs, as needed.

(b) Coordinate with the unit historian on extensions to the history, suspense and other items as necessary.

(c) Compile and check all operations inputs for the history.

(d) Schedule and conduct history meetings with all appropriate section history monitors, as needed.

(e) Send the completed operations history to the HO as follows:

<u>Period Covered</u>	<u>Date Due</u>
1 January - 30 June	31 August
1 July - 31 December	28 February

5. History Inputs:

a. Comments. Inputs must have a full and interpretive account of significant activities of the branch or section.

b. Emphasis. Include all events or conditions which change or influence the squadron's ability to fulfill its mission. Give in-depth coverage (who, what, when, where, how, and why) to all items of an operational nature. To enhance objectivity, do not avoid disputable issues. Place special emphasis on the reasons for significant plans, recommendations, decisions, problem areas, accomplishments, and failures.

c. Style. Divide the input into parts to deal with each duty or area. Write the inputs in narrative form and in chronological order. Write with direct and dignified language; use past tense. Use charts, tables, graphs, and diagrams when they show data more effectively.

d. Support documents. Each item must contain references to the source of the information. List all supporting documentation; for example, tasking messages, trip reports, favorable communications, etcetera. The supporting documentation must be the original copy or a very good duplicate copy; if this is not possible, then re-type the supporting documents into a "certified true copy". See attachments 1 and 2 for examples of "certified true copies".

6. Classification and Storage:

a. Classify all RCS: ESC-HO(SA)6901 histories according to USAFINTEL 201-6.

b. 6924ESS/DA provides space for storage of the history after two years of publication.

7. Use of Histories:

a. Each history monitor uses the history to assist them in preparing future inputs, as needed.

b. Supervisors and key personnel should use histories to orient new personnel and as a source of background information to manage, plan, and ensure follow-up on previous items.

FOR THE COMMANDER



MICHAEL L. MORGAN, MSgt, USAF
Chief of Administration

2 Attachments

1. Sample of Certified True Copy of a Message
2. Sample of Certified True Copy of a Letter

SUMMARY OF CHANGES

Generally updates the report control symbol (RCS) according to AFR 210-1/ESC Sup 1. Further defines procedures for preparing and submitting history inputs from various branches and sections. Added two samples of a certified true copies of supporting documents.

EXAMPLE CERTIFIED TRUE COPY OF A MESSAGE

R 252122Z APR 82

FM HQ ESC KELLY AFB TX//DOXA//

TO 6924ESS KUNIA HI//DOB//

BT

UNCLAS E F T O

SUBJ: SPARE OPSCOMM EQUIPMENT

REF: YOUR ZIFFER 251831Z MAR 82

1. REF ZIFFER INDICATES YOU FORMALLY ASK FOR SUPPORT FROM YOUR HOST SERVICE FOR THE EQUIPMENT.
2. THE RACK-MOUNTED EQUIPMENT IS AVAILABLE FOR SHIPMENT IMMEDIATELY.
3. REQUEST YOU ADVISE IF THE HOST SERVICE WILL INSTALL AND MAINTAIN THE EQUIPMENT.

BT

THIS IS A CERTIFIED TRUE COPY

JOHN Z. DOE, MSgt, USAF

Chief, Collection Resources

NOTES:

1. Margin on left side of paper is one and one-half inches; right side of paper is one inch; and top and bottom of paper is one inch.
2. The chief or NCOIC of the branch or section will have his or her signature block at the end of the "certified true copy" and signs to authenticate.

EXAMPLE OF CERTIFIED TRUE COPY OF A LETTER

DEPARTMENT OF THE AIR FORCE
17TH AIR BASE WING
WILLIAMS AIR FORCE BASE, HAWAII 98221

REPLY TO

ATTN OF: DPAU

17 Jan 82

SUBJECT: Outstanding Quality Control of APRs

TO: 6924ESS/CC

1. Statistics indicate your unit is providing an outstanding quality control of your Airman Performance Reports. This has resulted in your unit being in the top five percent for the July-December 1981 period.
2. We appreciate this outstanding support in this area and we look forward to even better reports from your unit.

/s/John Z. Doe
JOHN Z. DOE, Lt Colonel, USAF
Chief, Personnel Division

THIS IS A CERTIFIED TRUE COPY

ROBERT A. DOE, MSgt, USAF
NCOIC, Unit Orderly Room

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SIGNALS INTELLIGENCE: GERMANY